



Linda McCulloch, Superintendent  
Montana Office of Public Instruction  
PO Box 202501  
Helena, Montana 59620-2501  
www.opi.mt.gov  
ATTN: Educator Licensure

## BOARD OF PUBLIC EDUCATION APPROVED SUPERINTENDENT INTERNSHIP PROGRAM APPLICATION

**Complete this form only if applying for accreditation exemption pursuant to ARM 10.55.702.**

Educator Last Name	First Name	Middle Initial	Former Name(s)
Mailing Address (Street, RFD, PO Box)	City	State	ZIP Code
Cooperating School District	City	Legal Entity	

To qualify for the Superintendent Internship Program the intern must currently be licensed as a principal or be simultaneously enrolled in a principal internship program in accordance with Montana State and the Board of Public Education Rules, verify one year of administrative experience as an appropriately licensed principal, and be enrolled in Board of Public Education approved internship program offered by one of the accredited educator preparation institutions within the boundaries of the state of Montana.

Pursuant to ARM 10.55.702, the undersigned school district requests that the undersigned superintendent intern be considered appropriately assigned, as described below for the following school years \_\_\_\_\_.  
(Not to exceed three years)

### RESPONSIBILITIES OF THE PARTIES

1. **Role of the Superintendent Intern.** Pursuant to ARM 10.55.702, the Individual must:
  - A. Be enrolled in an accredited superintendent preparation program within the state of Montana;
  - B. Complete the superintendent/licensure requirements within three (3) years of entry into the program;
  - C. Provide a copy of the superintendent internship program of study to the cooperating school district;
  - D. Enroll in a Board approved Internship Program for credit each year of the agreement; or meet the specific licensure requirements designated by each college or university; and
  - E. Remit a fee for supervision each year of the agreement to the Montana college or university.

I agree to comply with the duties and provisions of 10.55.702.

\_\_\_\_\_  
**Signature of Superintendent Intern**

\_\_\_\_\_  
**Date**

2. **Role of the Cooperating School District.** Pursuant to ARM 10.55.702, the District must:

- A. Allow the Superintendent Intern to attend class sessions, internship seminars, and professional development activities as specified and required by the internship program and the college or university;
- B. Contract with a currently licensed and endorsed superintendent for annual and periodic supervision of the practice of the intern throughout the school year. Such supervision shall include participation in, review of, and written concurrence in all performance evaluations of licensed staff completed by the intern;
- C. Report annually as part of the OPI Annual Data Collection the status of the superintendent intern;
- D. Agree to provisions of the Superintendent Internship Program as articulated by the college or university; and
- E. When appropriate and feasible, the cooperating school district may contribute to the tuition and supervision fees of the intern.

I agree to comply with the duties and provisions pursuant to 10.55.702.

\_\_\_\_\_  
**Signature of Supervising Superintendent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name**

\_\_\_\_\_  
**Signature of Board Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name**

3. **Role of the Montana College or University.** Pursuant to ARM 10.55.702, the College or University must:

- A. Make provisions to provide the appropriate course work that leads to licensure;
- B. Provide annual on-site supervision and evaluation of the Superintendent Intern;
- C. Supply a list of Superintendent Interns to the Montana OPI Licensure Division by the first Monday of October each year; and
- D. Notify the Montana OPI of any change in status of the Superintendent Intern.

We agree to comply with the duties and provisions of ARM 10.55.702.

\_\_\_\_\_  
**Signature of Appointed Faculty Member**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name and Title**

\_\_\_\_\_  
**Participating Montana College or University**